NEW HIRE CHECKLIST WEEK #2 – TRAINING – HOW DO I LEARN THIS?

TRAINING RESOURCES	STAFF NAME
☐ Tutorials for software	
☐ Project Overviews	
☐ Internal Training Needs Assessment – online registration site (ITNA)	
☐ Recommended websites for national laboratory and DOE information	
☐ Recommended websites for reference and learning	
☐ Laboratory Standards: templates, trademarks, acronyms	
READING MATERIAL	
☐ Recommended reading based on assignment	
☐ Project Management tools	
☐ Time Management tools	
VIDEOS	
☐ New Hire Orientation Video	
☐ Technical videos as appropriate	
☐ Other Laboratory videos	
MEET WITH MANAGER	